



DEPARTMENT OF EDUCATION

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STATE SUPERINTENDENT  
PUBLIC INSTRUCTION

**To:** CNP Sponsors

**From:** Colleen Fillmore, PhD, RD, LD Child Nutrition Program Supervisor

**Date:** June 26, 2005

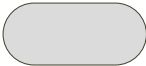
**Subject:** Instructions for Procurement Roadmap

Office Location	Telephone	Speech/Hearing Impaired	FAX
650 West State Street	208-332-6800	1-800-377-3529	208-334-2228

## Instructions for Procurement Roadmap

When making a purchase, it is important to determine if a formal procurement process is necessary. In order to make this determination easier, we are providing the attached two-page chart.

Before you begin, you need to know the value of the purchase or contract that your organization will make, and for which program-- childcare (CACFP), school lunch (NSLP), or summer food (SFSP)-- the purchase or contract will be made.

Start at the top of Page 1. From the three columns, select the one which corresponds to the program for which you will make a purchase. In that column, answer the first question. Questions are contained in oblong shapes that look like this 

Answer this question, and the other questions you encounter while using this sheet, with either a "Yes" or a "No"

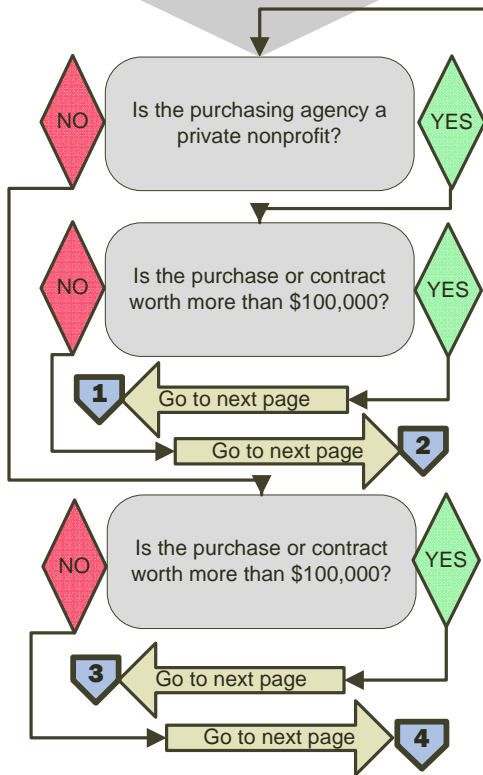


If your answer is "Yes," follow the diamond that appears to the right of the question. Follow the arrow-line from the diamond to find the next question or instruction.

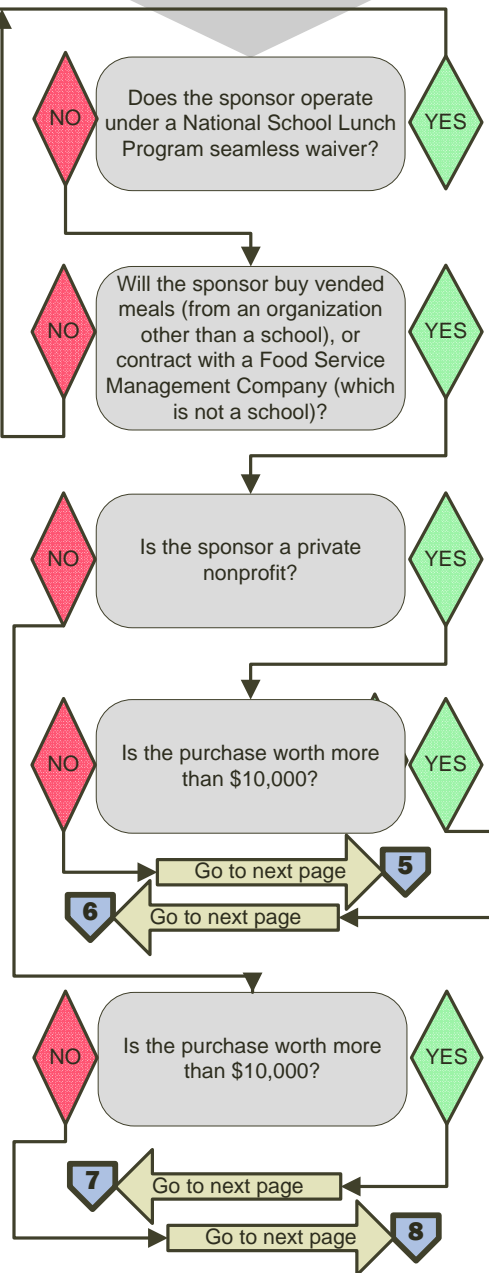


If your answer is "No," follow the diamond that appears to the left of the question. Follow the arrow-line from the diamond to find the next question or instruction.

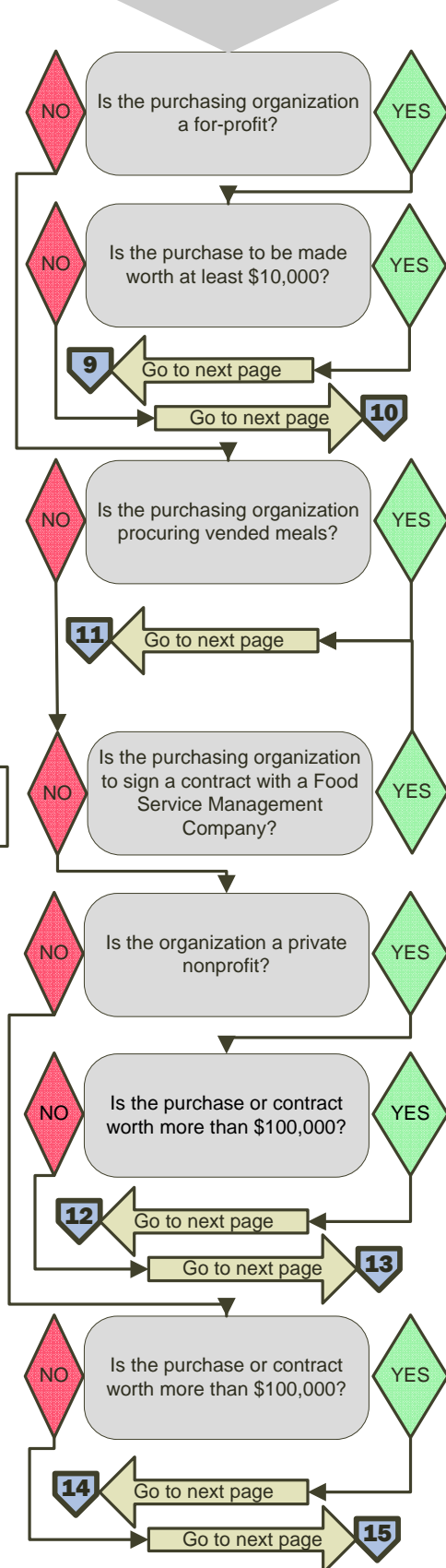
Start Here For  
**School  
Programs**



Start Here For  
**Summer  
Programs**



Start Here For  
**Childcare  
& CACFP**



FNS Child Nutrition  
Programs

## Procurement Roadmap

*In all cases, sponsors should check with local officials about applicable State laws, and, for purchases of greater than \$25,000, must check [www.epls.gov](http://www.epls.gov) to find out if the contracting party has been debarred or suspended.*

**1** Private nonprofits that run the NSLP/SFSP are governed by the purchasing requirements in 7CFR3019 and other applicable Federal laws, regulations, and OMB circulars. Since the purchase is over \$100,000, a formal procurement process is necessary.

**2** Private nonprofits that run the NSLP/SFSP are governed by the purchasing requirements in 7CFR3019 and other applicable Federal laws, regulations, and OMB circulars. 7CFR3019 sets the small purchase threshold at \$100,000. Unless the nonprofit has voluntarily adopted a lower small purchase threshold, no formal procurement process is necessary.

**3** Public agencies that run the NSLP/SFSP are governed by the purchasing regulations in 7CFR3016 and other applicable Federal laws, regulations, and OMB circulars, as well as State and local laws. Since the transaction amount is more than \$100,000, a formal procurement process is necessary.

**4** Public agencies that run the NSLP/SFSP are governed by the purchasing regulations in 7CFR3016 and other applicable Federal laws, regulations, and OMB circulars, as well as State and local laws. Unless State or local laws establish a purchase threshold less than \$100,000, no formal procurement process is necessary.

**5** Private nonprofits that procure vended meals or foodservice management contracts for SFSP are governed by the purchasing requirements in 7CFR225.15(h), 7CFR3019 and other applicable Federal laws, regulations, and OMB circulars. Since this transaction is worth less than \$10,000, no formal procurement process is necessary unless the nonprofit has adopted a lower small purchase threshold.

**6** Private nonprofits that procure vended meals or foodservice management contracts for SFSP are governed by the purchasing requirements in 7CFR225, 7CFR3019 and other applicable Federal laws, regulations, and OMB circulars. Since this transaction is worth more than \$10,000, a formal procurement process is necessary.

**7** Public agencies that procure vended meals or foodservice management contracts for SFSP are governed by the purchasing regulations in 7CFR3016 and other applicable Federal laws, regulations, and OMB circulars, as well as State and local laws. Since the transaction amount is more than \$10,000, a formal procurement process is necessary.

**8** Public agencies that procure vended meals or foodservice management contracts for SFSP are governed by the purchasing regulations in 7CFR3016, 7CFR226.15(h) and applicable Federal laws, regulations, OMB circulars, as well as State and local laws. Unless State or local laws establish a purchase threshold less than \$10,000, no formal procurement process is necessary.

**9** For-profit organizations that participate in the CACFP program are governed by 7CFR226.22, applicable Federal laws and regulations, OMB circulars, and applicable State/local laws. 7CFR226.22(h) establishes a small purchase threshold of \$10,000. Since the transaction is worth more than that, a formal procurement process is necessary.

**10** For-profit organizations that participate in the CACFP program are governed by 7CFR226.22, applicable Federal laws and regulations, OMB circulars, and applicable State/local laws. 7CFR226.22 establishes a small purchase threshold of \$10,000. Since the transaction is worth less than that, a formal procurement process is not necessary.

